

Metropolitan King County Council

Position Descriptions



Position: Senior Principal Legislative Analyst	FLSA: salaried, overtime exempt
Department: Committee Staff	Salary Grade: 31
Council Approved: 11/21/05	

Summary

Develops, leads and conducts comprehensive policy, program, and fiscal analysis of a major agency, agencies, or business processes that requires definitive expertise in multiple interrelated disciplines. Plans and coordinates development of policies, legislation and budgets that involve multiple agencies, jurisdictions, and community planning and coordination processes. Consults with elected officials, agencies, and jurisdictions on developing policies and performance measures for implementing and monitoring the impact of legislation. Provides policy advice that influences missions and strategies of other departments, communities or special interests. May manage the legislative process for a council committee. The Senior Principal Legislative Analyst is a salaried, at-will, overtime exempt classification.

Distinguishing Career Features

The Senior Principal Legislative Analyst represents the fifth level in a six-level career path of professional staff that supports the Metropolitan King County Council and its committees. All council professional staff conduct qualitative and quantitative analysis of policy issues, assist with development and implementation of council-directed initiatives and participate in the Council's annual budget adoption process by analyzing budgets and financial plans as assigned. As professional staff move through the career path, assignment areas become increasingly complex, controversial and politically sensitive, requiring commensurate analytical, leadership, project management, strategic planning and written, presentation and oral communication skills.

The Senior Principal Legislative Analyst uses advanced expertise in multiple disciplines to conduct quantitative and qualitative analysis of highly complex and controversial issues and legislation that may have far-reaching and long-term impacts. The Senior Principal LA identifies and evaluates policy and fiscal impacts, consequences, and risks of legislation and council-directed initiatives that may be legal or technical in nature. The Senior Principal LA presents analysis in public council meetings or other settings and uses independent judgment to develop policy and fiscal options for council decision-makers on complex and controversial subject matter. The Senior Principal LA extracts and synthesizes the most relevant data and information from multiple sources to make it readily understandable. The Senior Principal LA works relatively independently and may report to a more senior staff member. The Senior Principal LA proactively identifies emergent issues or problems, brings them to the attention of decision-makers, and develops solutions for them. The Senior Principal LA applies long-range strategic planning and project management skills to direct several projects simultaneously over long periods of time. The Senior Principal LA leads teams and work groups that may include representatives from other county agencies, other jurisdictions or community groups. The Senior Principal LA interacts regularly with highest-level county officials and represents the council's interests on county work groups involving several agencies and with outside

constituencies. The Senior Principal LA may be responsible for managing the legislative process for a council committee and may directly supervise or monitor the work of other professional staff.

Advancement to Committee Legislative Director is possible based on need and compliance with the qualifications of the position. Committee Legislative Directors serve as strategists, advisors, and project managers on matters of great magnitude. They have wide discretion to negotiate solutions on behalf of the Council.

Essential Duties and Responsibilities

- Provides advice and counsel on a wide range of complex strategic, policy, organizational and management issues. Prepares and advances legislation that must consider legal, political, and program issues beyond one agency.
- Coordinates and provides consultation in connection with legislation and policy development involving broadly defined subject matter, services, and processes.
- Initiates development of broad-based policies and action plans that offer long range guidance to agencies, programs, and decision-making processes. Working with multiple jurisdictions, develops master plans for increased efficiency and financial performance of services provided by the County.
- Prepares written staff reports for legislative, financial, program and project briefings. Summarizes intent, outlines background information, analyzes important issues, identifies legal issues, risk and consequences, develops options and prepares pertinent attachments and illustrations.
- Initiates and conducts research and analysis of legislation and amendments referred to the Council on specific policy and fiscal matters that may involve groundbreaking ideas. Presents legislative proposals along with supporting materials in public forums chaired by elected officials.
- Identifies legislative and executive intent on highly complex proposals and guides research and analysis of legislative proposals. Ensures compliance with professional and technical standards.
- Reviews annual budget proposals for assigned agencies. Reviews executive branch annual budget proposals, engages in discussions about intent and expected outcomes, analyzes issues, and develops options.
- Applies advanced decision support models to conduct objective analysis of policy and fiscal issues, ensuring technical correctness, and coordinating legal reviews.
- Coordinates and participates in research projects that contribute to evaluation of economic and program consequences. Sets up research design and identifies measurement criteria for evaluating performance progress and outcomes.
- Represents the Council before external committees, organization units, and the public, explaining the results of analysis and intent of proposed legislation. Anticipates and responds to questions and requests for information.
- Participates in, and may facilitate, external committees such as those comprised of departmental staff, interdepartmental staff, and interagency staff, to formulate solutions to problems or stay up-to-date on proceedings, performance, trends, and issues.
- Establishes and maintains productive relationships with other committee teams, county executives and departments, other jurisdictions, and external customers.
- Mentors Legislative Analysts.
- If assigned to manage the legislative process for a committee, consults with council

committee chairs to establish agendas and manage the legislative process for the committee. Consults with committee chair to develop the annual committee work program. Assigns work to committee analysts and support staff and reviews work against professional and technical standards. Establishes standards of performance and conduct of subordinate staff. Conducts periodic performance evaluations.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Depending on the needs of the organization, the position requires advanced state-of-the-art professional knowledge of the theories, principles, and practices in more than one of these areas,: public administration, budget and accounting, financial planning and analysis, management, social science, planning, operations research and evaluation, or the equivalent that can aid policy analysis.
- Requires considerable knowledge of the legislative and policy development processes and council and committee parliamentary rules and procedures.
- Requires considerable knowledge of federal and state mandates and programs for the assigned subject matter.
- Requires a broad working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments and state subdivisions.
- Requires in-depth knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Requires advanced knowledge of research and project steps, including research design, defining, and measuring outcomes.
- Requires well-developed knowledge of, and skill in using personal computers, common desktop productivity software, relational databases, decision-sciences and simulation tools, and specialized research applications.
- Requires working well-developed math skills to perform statistical, financial, and economic analyses, qualitative and quantitative techniques for measuring effectiveness.
- Requires well-developed knowledge of modern English to prepare influential professional reports suitable for public communication.
- Requires extremely well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams having competing objectives, facilitate and moderate group discussions, prepare and deliver formal presentations to audiences that may offer argumentative discussion, often in frustrating situations.

Abilities

- Requires the ability to carry out the duties and responsibilities of the position.
- Requires the ability to interpret and apply relevant sections of the King County Code, and local, regional, state and federal mandates and programs.
- Requires the ability to develop work plans for conducting complex research and analysis requiring participation of other internal and external groups.
- Requires the ability to evaluate implications of new information for current and future problem solving and decision-making.
- Requires the ability to use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions or whether proposals comply with policy, laws, or regulations.
- Requires the ability to remain objective with politicians and to properly handle private and

confidential communications.

- Requires the ability to present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing.
- Requires the ability to develop and maintain positive work relationships with peers, other committees, county organization units, other agencies, communities, and special interest groups.
- Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Requires the ability to prioritize workload to meet deadlines.
- Requires the ability to work varying schedules and locations.
- Requires consistent attendance and punctuality.

Physical Abilities

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about office environs and locations.
- Requires the ability to sit for extended periods of time to accomplish deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and group settings.
- Requires visual acuity to read printed materials and projected screens.

Education and Experience

The position typically requires a Masters Degree or licensure in public administration, social sciences, business, economics or equivalent discipline that will enable job performance and 8 years of experience in managerial and advanced professional level capacity involving analytical, evaluative, and planning work.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.